PowerPoint Tutorial

Step One:

Click on the start button at the bottom left corner of the screen

Step Two:

Left click on programs

Step Three:

Go to Microsoft Office

Step Four:

Then click Microsoft Office PowerPoint

Step Five:

Insert Title in the upper text box

Step Six:

Then, add subtitle in the lower text box

Step Seven:

Click on the design tab and find an appropriate slide design to use

Step Eight:

Then click the home tab and click the insert slide option

Step Nine:

Click on the animations tab and find an appropriate slide transition

Step Ten:

Add title to your new slide in the upper text box

Step Eleven:

Insert text in the lower text box

Step Twelve:

To insert a table, click on the insert table option in the text box, before you add any text, otherwise the option will disappear

Step Thirteen:

Enter the amount of columns and rows if to insert a table, which is located in the text box

Step Fourteen:

Insert you data in the cells you have selected

Step Fifteen:

To insert a chart, click on the insert chart option, click the type of chart you would like to use

Step Sixteen:

Then you insert the data that you have available, or place data inside it

Step Seventeen:

To insert pictures click on the insert smartart graphic/ insert picture from file graphic, or clip art

Step Eighteen:

In Clipart, search for the picture you would like to have in your presentation, click on the picture to insert it into the slide

Step Nineteen:

To review the slide show click on the review tab

Step Twenty:

To view all the slides in the presentation click on the view tab

Step Twenty One:

To watch the slide show click on the slide show tab, click play from beginning